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Janitorial

THIS DOES NOT
CIRCULATE

AGREEMENT

BETWEEN

CAMDEN BOARD OF EDUCATION

AND

COMMUNICATIONS WORKERS OF AMERICA,
AFL-CIO

initial

1971-1972

LIBRARY
Institute of Management and
Labor Relations

DEC 24 1978

RUTGERS UNIVERSITY

THIS AGREEMENT is entered into this *1st* day of *July*, 1971, by and between the Board of Education in the City of Camden, New Jersey, hereinafter called the "Board" and the Communications Workers of America, AFL-CIO, hereinafter called the "Union". The duration of this Agreement will be as provided in Article XIX.

ARTICLE I

RECOGNITION

A. Pursuant to Chapter 303, of 1968, Public Laws of the State of New Jersey, known as the New Jersey Employer-Employee Relations Act, the Camden Board of Education pursuant to the certification issued by the Executive Director of the Public Employment Relations Commission, Docket No. RO-13, hereby recognizes the Communications Workers of America as the exclusive representative for collective negotiations concerning the terms and conditions of employment of all maintenance employees of the Board of Education of the City of Camden, excluding all craft employees, managerial executives, professional employees, police and supervisors within the meaning of the Act, and all others.

B. Unless otherwise indicated, the term "employees" when used hereinafter in this Agreement shall refer to both male and female employees.

ARTICLE II

NEGOTIATION PROCEDURE

- A. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- B. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- C. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III
GRIEVANCE PROCEDURE

A. Definition:

A "Grievance" shall mean a complaint by an employee or the Union that there has been to him a personal loss, injury or inconvenience because of a violation, misinterpretation or misapplication of this Agreement. A grievance to be considered under this procedure must be initiated in writing by the employee or the Union within thirty (30) calendar days from the time when the employee or the Union knew or should know of its occurrence.

B. Procedure:

1. (a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee or the Union to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

(b) It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

2. Any employee who has a grievance shall discuss it first with his immediate superior in an attempt to resolve the matter informally at that level.

3. If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) work days, the employee or the Union shall initiate a grievance in writing to the Department Head

ARTICLE III
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specifying:

- (a) the nature of the grievance;
- (b) the nature and extent of the injury, loss or inconvenience;
- (c) the results of previous discussions;
- (d) his dissatisfaction with decisions previously rendered.

The Department Head shall communicate his decision to the employee in writing within three (3) work days of receipt of the written grievance.

4. The employee or the Union, no later than five (5) work days after receipt of the Department Head's decision, may appeal the Department Head's decision to the Business Administrator. The appeal to the Business Administrator must be made in writing reciting the matter submitted to the Department Head as specified above and his or her dissatisfaction with decisions previously rendered. The Business Administrator shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) work days. The Business Administrator shall communicate his decision in writing to the employee and the Department Head.

5. If the grievance is not resolved to the grievant's or Union's satisfaction, he no later than five (5) work days after receipt of the Business Administrator's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Business Administrator who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and

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Grievance Procedure

to the Union within forty-five (45) calendar days of receipt of the appeal. The referred to hearing, if granted, shall be held within a reasonably expeditious time after receipt of the appeal notice. The Board of Education shall not be required to give reasons for its decision. Decisions of the Business Administrator in the following matters shall be final and such decisions shall not be subject to appeal to the Board:

- (a) any matter for which a method of review is prescribed by law; or
- (b) any rule or regulation of the State Commissioner of Education; or
- (c) By-Laws of the Board of Education; or
- (d) any matter which according to law is either beyond the scope of Board authority or limited to action by the Board alone.

6. If the decision of the Board does not resolve the grievance to the satisfaction of the employee and the Union agrees to seek review by a third neutral party, the Union shall so notify the Board through the Business Administrator's Office within ten (10) work days of receipt of the Board's decision.

7. (a) The following procedure will be used to secure the services of an arbitrator:

(1) A joint request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

(2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American

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Arbitration Association to submit a second roster of names.

(3) If the parties are unable to determine, within ten (10) work days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.

(b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The recommendations of the arbitrator shall be binding on the parties. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.

C. Rights of Employees to Representation:

(1) Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Union.

(2) When an employee is not represented by the Union in the processing of a grievance, the Union shall at the time of submission of the grievance to the Business Administrator or any later level, be notified that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.

(3) The Board and the Union shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in present-

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ing his appeal with respect to his personal grievances.

D. Costs:

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.

ARTICLE IV
EMPLOYEE RIGHTS

A. No employee shall be disciplined or reprimanded without just cause. Any such action asserted by the Board, or any agent or representative thereof shall be subject to the grievance procedure herein set forth.

B. Whenever any employee is required to appear before the Board or any committee thereof concerning any matter which could adversely affect the continuation of that employee in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Union present to advise him and represent him during such meeting or interview.

C. No employee shall be prevented from wearing pins or other identification of membership in the Union or its affiliates.

ARTICLE V

UNION RIGHTS AND PRIVILEGES

A. Representatives of the Union may be permitted to transact official Union business on school property at reasonable times provided that notification has been given to the Business Administrator for use of school buildings or other property.

B. The Union may use the school mail boxes in a reasonable manner with the permission of the building principal. A copy of such material shall be sent to the Business Administrator.

ARTICLE VI

SICK LEAVE

A. The Board hereby agrees to continue its practices with respect to the number of sick leave days permitted the employees each school year, and further, the Board agrees to continue its practice with respect to the employee's rights to accumulate sick leave days from year to year.

ARTICLE VII

TEMPORARY LEAVES OF ABSENCE

A. For the duration of this Agreement, the Board hereby agrees to continue its practices with respect to the temporary leaves of absences that are permitted the employees in the recognized bargaining unit. All procedures and regulations for the utilization of such days are also continued in full force and effect.

B. The Board agrees to allocate not more than five (5) working days with pay, in aggregate, to delegates chosen by the Union to attend bona fide Union conferences and conventions. Any employee for whom the Union makes such a request must present to the Board one week in advance of the conference or convention a written request for time off, specifying the dates for each occasion such employee is required to be absent. Such request will be honored unless conditions at work at the time are such that the employee's services cannot be spared. In such case an alternate representative may be designated by the Union.

ARTICLE VIII

EXTENDED LEAVES OF ABSENCE

A. For the duration of this Agreement, the Board hereby agrees to continue its practices with respect to the extended leaves of absence permissible to members of this recognized bargaining unit.

ARTICLE IX

INSURANCE PROTECTION

A. During the 1971-72 school year the Board shall continue to assume the employee's share and beginning July 1, 1971, will also assume the cost of fifty (50%) per cent of dependent coverage, where appropriate, in the New Jersey School and State Employees Health Benefits Program (Blue Cross-Blue Shield, Rider J and Major Medical Coverage).

ARTICLE X

BOARD RIGHTS

A. The Union recognizes that the Board may not by agreement delegate authority and responsibility which by law are imposed upon and lodged with the Board.

B. It is understood by all parties that, under the rulings of the courts of New Jersey and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted it by law.

C. The Board, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations (a) to direct employees of the school district, (b) to hire, promote, transfer, assign, and retain employees in positions within the school district, and suspend, demote, discharge, or take other disciplinary action against employees, (c) to relieve employees from duties because of lack of work, or other legitimate reasons, (d) to maintain the efficiency of the school district operations entrusted to them, (e) to determine the methods, means, and personnel by which such operations are to be conducted; and, (f) to take whatever other actions may be necessary to carry out the mission of the school district in any situation.

ARTICLE XI

DUES DEDUCTION

A. The Board agrees to deduct the dues of the Union in accordance with the provisions of Statute and the appropriate rules and regulations, upon proper notification by the International Union to the Secretary of the Board.

B. The Union agrees to save the Board harmless from any action by the Union regarding funds involved in the implementation of this Article after those funds have been transmitted to the representative designated by the Union.

ARTICLE XII

UNION SECURITY

A. Whenever an employee who falls within the bargaining unit falls to become a Member of the Union, he shall pay to the Local Union a monthly service fee equal to the monthly Union Membership Dues for the various services provided him by the Local Union.

B. The Union agrees that it shall have the sole and exclusive responsibility for the collection of the service fees, and that the payment of service fees shall not be a condition of employment.

C. The Union agrees to indemnify and hold harmless the Board from any causes of action, claims, loss or damages incurred as a result of this clause.

ARTICLE XIII

SENIORITY

A. "Seniority" for the purpose of this Article shall be based upon an employee's continuous length of service with the Board of Education of the City of Camden.

B. All employees shall be considered as probationary employees for the first ninety (90) days of their employment. Probationary employees may be disciplined or terminated at any time during their probationary period at the sole discretion of the Board, without recourse to the provisions of the grievance procedure of this Agreement.

Upon completion of such probationary period, their seniority will be dated as of the date of commencement of their employment.

ARTICLE XIV

VACATIONS

A. Employees shall be entitled to paid vacations in accordance with the following schedule:

Less than one (1) year of service - One-half (1/2) day per month for each month of service;

One (1) year or more of service but not more than nine (9) years of service - ten (10) working days;

Ten (10) years of service to fifteen (15) years of service - fifteen (15) working days;

Sixteen (16) years of service to twenty (20) years of service or more - twenty (20) working days;

B. The parties agree that the administration shall have full power to assign and designate a vacation schedule. Where appropriate, seniority shall be considered in establishment of a vacation schedule where so required.

C. All existing Board practices and procedures with respect to the establishment of the number of days that an individual is entitled to in accordance with his anniversary date shall continue to determine the eligibility of an employee under Provision A of this Article.

D. If the employee is entitled to fifteen (15) working days or more of vacation only two (2) weeks may run consecutively. No vacations shall be granted in May and September.

E. Vacation time off shall be taken in units of full weeks, except that those employees entitled to more than two (2) weeks vacation may schedule one (1) week of vacation in days provided one (1) weeks notice is given to the Business Administrator.

ARTICLE XV

HOLIDAYS

A. For the duration of this Agreement, the Board hereby agrees to continue its practices with respect to the number of holidays for the members of the recognized bargaining unit.

ARTICLE XVI

HOURS OF WORK

A. For the duration of this Agreement, the Board hereby agrees to continue its practices with respect to the number of hours of work and the scheduling of such hours.

ARTICLE XVII

WAGES

- A. The wages for the various categories shall be set and paid in accordance with the Schedule attached hereto and marked Exhibit "A".
- B. The increment provided for in Exhibit "A" shall not bring the employee above the next step in the wage schedule.

ARTICLE XIX

DURATION OF AGREEMENT

A. The provisions of this Agreement shall be effective July 1, 1971, except as herein provided and shall continue and remain in full force and effect to and including June 30, 1972, when it shall expire unless an extension is agreed to by both parties and expressed in writing prior to such date.

B. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

CAMDEN BOARD OF EDUCATION

COMMUNICATIONS WORKERS OF
AMERICA, AFL-CIO

By Daniel J. [Signature]
President

By Walter F. Collins
C.W.A. REPRESENTATIVE

ATTEST:

[Signature]
Secretary

Thomas W. [Signature]
[Signature]

EXHIBIT "A"

1971-1972 SALARY

CUSTODIAL SALARY SCHEDULE

Janitor - Class-A	\$5700	-	\$7500
Janitor - Class-B	\$5400	-	\$7000
Janitor - Class-C	\$5300	-	\$6500
Janitor - Fireman C-2	\$5450	-	\$6650
Janitress - Class-D	\$3700	-	\$4800
Janitress - Classe (10)	\$2500	-	\$3350
Watchman - Class-F	\$4900	-	\$5300

SUPPLY DEPARTMENT

Supervisor Clerk-Class-A	\$6775	-	\$8225
Asst. Supervisor Clerk-Class-B	\$5400	-	\$7000
Clerk Helper - Class-C	\$4900	-	\$6100

COMMUNITY ACTIVITIES

- A/ The janitor shall be compensated beginning July 1, 1971, for opening the building for Community use after 5:00 P.M. as follows: Week-nights \$2.00/hr. plus one extra hour; Saturday and Sunday \$3.00/hr. plus one extra hour. This compensation to be paid directly to the janitor on duty.
- B/ For use of the building by the P.T.A. the charge shall be \$1.25/hr. plus one extra hour after 5:00 P.M. with a minimum of \$3.00.
- C/ School performances held after 5:00 P.M., when admission is charged, each janitor shall be paid directly \$1.25 per hour for extra services.
- D/ Board of Education sponsored activities held on Saturday, the Janitor on duty shall be compensated a fee of \$5.00 per session.
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RULES AND REGULATIONS FOR THE
JANITORIAL STAFF

The Janitorial Staff shall consist of Janitors, Janitress, Field Caretakers and Watchmen.

1. The Head Custodian of a school shall be directly responsible to the principal and supervised by the Assistant Secretary for Plant Services, for the housekeeping operation of his school. He will also setup; work assignments for his staff as directed by the principal and Assistant Secretary for Plant Services.

(Refer Board of Education Rules and Regulations, Article 7, Section 9) which reads as follows:

"Through established channels, the principal shall keep those officially responsible fully advised as to the physical condition and needs of the school. He shall be responsible for its general care and cleanliness and shall have authority within his building over all janitorial and custodial employees, and jurisdiction over the Maintenance employees within his building").

2. JANITOR - ENGINEER

Responsible for the operation of the boiler room and all mechanical equipment in his school, also will be available for Janitorial duties in the Cafeteria during the lunch hour for whatever duties are assigned. He shall also be responsible for certifying that the correct gallons of fuel oil are delivered to the school or correct tonnage of coal.

3. JANITORS

The Janitors shall be divided into general Housekeeping groups and floor waxing groups. The sweepers will sweep and dust all areas assigned to them as their work schedule. These areas assigned will include the classrooms, stairway, hallways and lavatories, and any other janitorial duties as assigned by the principal.

The Waxing Group will remove all furniture from a classroom before the floor is scrubbed and waxed. They will also wash with a damp cloth all walls and window ledges in rooms that are being washed and waxed.

4. JANITRESS

The Janitress will take care of the girls lavatories, classrooms and offices, girls gym facilities and cafeteria tables. They will wash the cafeteria tables twice daily.

Scour all drinking fountains in the school daily. In the gym area the the janitress will scour all shower and lavatory facilities and mop the floors daily. Also any other janitorial duties as assigned by the Principal.

5. NIGHT WATCHMAN

He shall be responsible for the securing of the building after the janitorial staff has completed their work day and also perform janitorial duties as outlined in Rules and Regulations for night-watchmen.

6. FIELD CARETAKERS

The Caretakers responsibility shall be the Athletic Field and also the gym areas of their school used by the boys. During months when they can work out on the field their time shall be divided between the field and gym areas. During months when the field is not in use they shall assist the janitorial staff in cleaning the main building after their assigned areas in the boys gym are completed.

7. The Janitorial Staff of the secondary school shall be on a (24) hour day work schedule; dividing into work groups, so that there is someone in the building around the clock.

The night work schedule will be enforced during the school year from the months of October to May.

8. JANITORIAL FEES

The Janitorial staff shall be paid at the rate of \$2.00 per hour plus one extra hour for cleaning, as their fee during evening activities in their building by outside organizations for each person assigned.

This fee shall be \$3.00 per hour on week-ends and holidays.

The Head Custodian will assign his staff for outside organizations and school activities as follows, one license fireman and one matron for each 100 or less people in attendance.

The fee for P.T.A. meeting shall be \$1.25/hr. plus one extra hour for cleaning, with a minimum of \$4.00. The hours to be between 5 to 11 P.M. No charge for use of building.

No Janitorial fee shall be charged before 5:00 P.M., on any work day, also for assistance during the "Mothers" March of Dimes Night, Cub and Brownie Troop meeting or other community activity designated by the Business Office and so noted on the permit.

RULES AND REGULATIONS

FOR

NIGHT WATCHMEN

- (1) All watchmen are to sign in and out, upon reporting and leaving job. Forms will be provided by school office.
- (2) Before starting work, watchmen are to make a complete tour of the outside of building. During this tour the following items are to be observed.
 - A: Make sure all windows are closed.
 - B: Make sure all lights inside of building are out. (Except in areas where schools recommend they be left on).
 - C: Outside lights are to be checked for broken, burned out or missing bulbs.
Make sure lights are on wherever required or out if so designated.
 - D: Make sure all gates are closed and locked, unless otherwise directed.
- (3) When not making tour or doing other work designated by school, the boiler room is to be considered the main station of all watchmen and he will confine himself to this area during the heating seasons. During the summer season his main station will be designated by the principal of the school. (Loitering outside of the building is prohibited).
- (4) R O U N D S: Is designated to mean a complete tour of the entire building.
- (5) R O U N D S: Starting on the odd hours means (the hours of 11-1-3-5-7 etc.)

The even hours means (the hours of 2-4-6-8 etc.)
- (6) The starting times of rounds will be designated by the Assistant Secretary for Plant Services Office.
- (7) When not making rounds, watchmen will busy themselves with the duties assigned to them by the custodian of the school.
- (8) All stations must be punched in their numerical order (#1-First-#2-Second -- #3 third etc.)
- (9) Stations punched out of this numerical order will be a violation of this order.

- (10) Only upon written permission from the Assistant Secretary for Plant Services office are stations to be punched other than designated.
- (11) Areas that do not have punch clocks, but have items to be checked are to be considered as important as stations and must be checked during each tour.
- (12) All of the following are considered standard checking points.
 - A: All exit and entrance doors are to be checked from the inside of building and kept locked.
 - B: Electrical panels are to be checked and all circuits off, unless designated otherwise. Circuit breakers that have gone in the off position are designated to be on should be reset, if circuit breaker fails to set, report immediately.
 - C: Check all vent fans, make sure they are on or off as designated by school custodian.
 - D: Check all sump pumps, by lifting float rods for proper operation.
 - E: Check oil burners, report any irregularities immediately.
 - F: Check oil gauge levels, make certain schools do not run out of oil.
 - G: Check water level in boilers.
 - H: Check for roof leaks during the inclement weather. Leaks should be reported immediately.
 - I: Check all rooms having water or gas utilities every round (Domestic Science Rooms. P.T.A. rooms, toilets, janitors' rooms and etc.).
 - J: All supply room doors must be kept locked at all times, regardless of types of supplies kept in them.
 - K: All fire extinguishers must be kept in their proper location. (Not on the floors) and checked.
 - L: C.O.2 Fire extinguishers must be checked, by blowing through hose, make sure they are not "stopped up".

- (13) All watchmen are to familiarize themselves with locations of all Fire Fighting equipment and the proper use of same, also the Fire Department Gamewell box to turn in alarms.
- (14) All irregularities are to be reported to custodian as as soon as possible.
- (15) In case of any emergency, it is the duty of the night watchmen to (1st: Contact school custodian, 2nd: if he cannot be reached contact the supervisor of janitors.

CLASS DESCRIPTION:

HEAD CUSTODIAN CLASS-A

ESSENTIAL FUNCTION:

A Head Custodian Class-A, under the direction of the principal of a secondary school, supervises a custodial staff of from 5.0 to 15 full-time equivalent custodian positions, and is responsible for the cleanliness and sanitary condition of the school buildings and grounds.

DUTIES:

A Head Custodian Class-A coordinates the work of all custodians assigned to the school; acts as working supervisor, and spends a major portion of his time in the regular schedule of custodial duties; prepares and assigns regular work schedules; performs or assigns special duties for social and civic group activities involving use of the school facilities; supervises the operation of low pressure heating units; at the delegation of the principal, orders, receives, stores, and distributes instructional and custodial supplies; with the assistance of the Business Manager, administers a continuous program of in-service training; assists the principal in the evaluation of work performance of the custodial staff.

QUALIFICATIONS NECESSARY:

Knowledge of modern cleaning methods, materials, and equipment; knowledge of proper methods of organizing work schedules, of maintaining a stock-room, and of handling of supplies; knowledge of low pressure heating systems, and of ventilating and lighting systems. Ability to instruct custodial personnel, and to supervise and evaluate their work; capacity to deal tactfully and cooperatively with others. Personal neatness and cleanliness; emotional stability; good physical condition, with stamina sufficient to maintain a rigorous work schedule requiring continuous physical exertion and frequent heavy lifting.

EXAMINATION REQUIREMENTS:

Competency in all phases of the custodian's duties, as indicated by average or better performance reports. In general a period of five (5) years of service is required plus a recommendation from the school principal, also a New Jersey fireman license.

CLASS DESCRIPTION:

CUSTODIAN CLASS-B

ESSENTIAL FUNCTION:

A Custodian Class-B, under the direction of the principal of a elementary school, supervises a custodial staff of from 1.0 to 2.9 full-time equivalent custodial positions, and is responsible for the cleanliness and sanitary condition of the school buildings and grounds.

DUTIES:

A Custodian Class-B coordinates the work of all custodians assigned to the school; acts as working supervisor, and performs special services and a regular schedule of custodial duties; prepares and assigns regular work schedules; performs or assigns special duties for social and civic group activities involving use of the school facilities; supervises the operation of low pressure heating units; at the delegation of the principal, orders, receives, stores, and distributes instructional and custodial supplies; with the assistance of the Business Manager, administers a continuous program of in-service-training; assists the principal in the evaluation of work performance of the custodial staff; performs special services to teachers, students, and the public using school facilities. In one man schools he performs all the duties as listed under duties of Janitor Class-C.

QUALIFICATIONS NECESSARY:

Knowledge of modern cleaning methods, materials, and equipment; knowledge of proper methods of organizing work schedules, of maintaining a stock room, and of handling of supplies; knowledge of low pressure heating systems, and of ventilating and lighting systems. Ability to instruct custodial personnel and to supervise and evaluate their work; capacity to deal tactfully and cooperatively with others. Personal neatness and cleanliness; emotional stability; good physical condition, with stamina sufficient to maintain a rigorous work schedule requiring continuous physical exertion and frequent heavy lifting.

EXAMINATION REQUIREMENTS:

Competency in all phase of the custodian's duties, as indicated by average or better performance reports. In general, a period of one year of service is required, and a fireman license as issued by the State of New Jersey, plus a recommendation from his school principal.

NOTE: This class is also used for caretakers of Athletic Fields and Janitor in charge of night work in the High Schools.

CLASS DESCRIPTION:

CUSTODIAN CLASS-C

ESSENTIAL FUNCTION:

A Custodian Class-C, under the immediate supervision of a Custodian Crew Leader or a Head Custodian, maintains the buildings and surrounding areas of a school in a clean, sanitary, and safe condition, and performs related work as assigned by the Head Custodian and school principal.

DUTIES:

A Custodian Class-C, sweeps, scrubs, mops, cleans, and waxes floors, of rooms, hallways, stairs, and fire escapes; cleans and dusts walls, lockers, furniture and fixtures; cleans, washes, and scrubs toilets and other plumbing fixtures; sweeps walks and asphalt areas; washes windows; operates a heating plant; operates and regulates such equipment as valves, pumps, compressors, thermostatic controls, and fans; maintains stockrooms and supply closets; locks and unlocks school doors; disposes of rubbish; moves supplies, furniture, and equipment; makes minor repairs; checks hot water, fuel oil, and classroom temperatures; checks fuel oil level; replaces light bulbs; cleans blackboards; locks up playground equipment; raises and lowers the flag; operates incinerators; reports or corrects dangerous or unsightly conditions on the premises; exercises care in intercepting unidentified or questionable individuals on the school grounds during and after school hours.

QUALIFICATIONS NECESSARY:

Practical knowledge of modern cleaning methods, materials, and equipment; knowledge of maintenance principals and of sterilization and sanitary methods; knowledge of flag courtesy; ability to make minor repairs. Personal qualities of orderliness and neatness; capacity for cheerfulness and friendliness; capacity to respond willingly to individual request for service which may infringe upon normal routine; qualities of tact and emotional balance. Physical qualities of cleanliness and good health, with good health, with good eyesight and hearing; physical strength, stamina, and endurance, with the ability to do vigorous manual work, to climb stairs, and to lift heavy loads.

EXAMINATION REQUIREMENTS:

Completion of at least the eighth grade is necessary. Although past experience is not a requirement, a year or more of experience in custodial, labor, or maintenance fields is desirable.

CLASS DESCRIPTION

JANITRESS CLASS D & E

ESSENTIAL FUNCTION:

A Janitress Class-D or Class-E, under the immediate supervision of a Custodian Crew Leader or a Head Custodian, maintains the buildings in a clean, sanitary and safe condition, and performs related work as assigned by the head custodian and school principal.

DUTIES:

A Janitress Class-D or E sweeps, and mops floors of classrooms, hallways, toilet rooms, cleans and dust walls, lockers, furniture, washes inside windows, and scrubs toilets and other plumbing fixtures.

QUALIFICATIONS NECESSARY:

Practical knowledge of modern cleaning methods, materials, and equipment.

Personal qualities of orderliness and neatness; capacity for cheerfulness and friendliness; capacity to respond willingly to individual request for service which may infringe upon normal routine; qualities of tact and emotional balance.

Physical qualities of cleanliness and good health, with good eyesight and hearing.

EXIMINATION REQUIREMENTS:

Completion of at least the eighth grade is necessary. Although past experience is not a requirement, a year or more of experience in custodial field is desirable.

Note: Class-D - Full Time
Class-E - Part Time (4-1/2 hours)

CLASS DESCRIPTION

NIGHT-WATCHMAN CLASS-F.

ESSENTIAL FUNCTION:

A night watchman Class-F, under the immediate supervision of a Head Custodian, responsible for the security of the building during his tour of duty, also performs custodial duties as assigned by the Head Custodian and School Principal.

DUTIES:

A night watchman Class-F, makes a complete tour of the outside of the building before starting his inside tours, making sure that all windows and doors are closed, all lights inside the building are out, all gates are closed and locked. When making his inside tours he shall punch in numerical order all stations in his building, check all items on his check list in the areas that do not have punch keys. When not making rounds, the watchman will perform custodial duties as assigned by the Head Custodian; be able to operate a heating plant.

QUALIFICATIONS NECESSARY:

Personal neatness and cleanliness; emotional stability; good physical condition, with stamina sufficient to maintain a rigorous work schedule requiring continuous physical exertion.

EXAMINATION REQUIRED:

Completion of at least the eighth grade is necessary. Although past experience is not a requirement, a year or more experience in this field is desirable.